

Career Planning: 5 Practical Steps For Those Too Busy To Plan

Source: "The Illusion of Inclusion"
by Sarah Banda Purvis, Ph.D.

1: Assess Your Current Situation

Begin at the beginning by reviewing your current personal and work situation and identify priorities of each. Personal priorities may include income, benefits, work hours, location, schools or daycare, etc. Work priorities may include financial opportunities, work hours, benefits, work environment and culture, etc.

2: Identify Career Interests

Create a profile of your career preferences. Use the answers to questions relevant to your personal and professional life to form a composite profile describing the work situation that could best meet your comprehensive needs. Examples of personal life questions include; Are you interested in a full-time or part-time employment commitment? What amount of personal time are you willing to devote to your career? Do you have any physical limitations to factor into your career choices? Professional life questions may include; What industry or profession interests you? What are your income needs? Is there a specific company that interests you? Is self-employment your goal?

3: Determine Skills and Costs Related To Interests

Identify your current skill set by listing both core skills (your expertise), soft skills (your interpersonal skills), and technical skills. Considering your career preferences (from step 2), identify your skill deficiencies and the additional education or training you will need to address any of these deficiencies. Also consider what your costs will be for making a career change; and figure out what the impact will be on your current financial situation.

4: Develop and Implement a Written Action Plan

Create your own plan by listing the action items that will enable you to meet your career preferences as well as allow you to address your personal priorities. This list should include additional education or training needs and action needed to address the costs related to your career interests. Set a realistic time frame to implement your plan.

5: Monitor and Make Adjustments

Make a habit of checking your progress in implementing your action plan. Feel free to change your plan and make adjustments as you go. Periodically revisit all 5 steps to make sure your plan is still on course!

*"Wheresoever
you go,
go with all
your heart!"*
Confucius



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